



## U.S. EPA Region 9 Quality Assurance Program Support for Environmental Assessment Grants for Tribes

May 1997

### Introduction

**QA** All U.S. EPA-funded projects in which environmental measurements are taken must have a written Quality Assurance Project Plan (QAPP) or a Field Sampling Plan (FSP) that contains the required quality assurance (QA) elements. The QAPP states how the project will meet EPA requirements and project-specific data needs. Publications that provide guidance for developing QAPPs and FSPs can be ordered using the form at the end of this fact sheet. We solicit your comments to learn how we may assist you most effectively. □

### Quality Assurance Requirements

Federal regulations and EPA policy require that the collection of environmental data through extramural agreements, such as General Assistance Program (GAP) grants, be supported by a QAPP. Any organization performing work for EPA under these programs must be able to show that the data it collects are of the needed, expected and documented quality required for any decision it makes regarding the protection of public health and the environment. The Region 9 QA Program must review and approve all QAPPs or FSPs before the organization may collect any environmental measurements.

### Analytical and Technical Support

EPA Region 9 provides a variety of field sampling and analytical services. Training is also available on subjects related to environmental sampling, including preparation of QAPPs and FSPs, sample collection, and explanation of analytical procedures. These services may be accessed by placing a request through your EPA Grant Project Officer. For specific information about analytical services, contact the Regional Sample Control Coordinator (RSCC) in the QA Program. The RSCC can connect grantees with analytical services (available at the EPA Regional Lab or through other means), and will provide project tracking numbers, chain-of-custody forms, and sample custody seals.

### QA Contacts

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Program Manager:**  
Vance Fong  
415-744-1492

**Regional Sample Control  
Coordinator:**  
Gail Jones  
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**QAPP/FSP Reviewers:**  
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and

Eugenia McNaughton  
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### Planning for Data Collection

Before conducting environmental sampling, the scope of the planned effort needs to be defined. The following questions should be considered as a QAPP or SAP is being developed:

1. *Will it be a onetime sampling event or an ongoing monitoring activity?*
2. *What decision is to be made as a result of the project?*
3. *What quantity and quality of data are needed to be able to make the decision?*
4. *What environmental matrix is to be tested? This might include surface water, ground water, soil, sediment, sludge, air, solid/hazardous wastes, or vegetation.*
5. *What type of measurements are planned? Chemical analyses (for example, volatile organic compounds, water quality parameters, metals, pesticides), physical analyses (turbidity, flow), bioassays (toxicity tests), or plant or animal surveys might be included.*
6. *Will the Tribe or EPA procure the sampling and/or laboratory services?*
7. *What is the planned sampling and analysis schedule?*

In order to benefit fully from all of the available EPA resources, the Tribe's environmental services staff or its consultant should contact the QA Program as soon as the scope of the project has been defined. The QA Program can provide and connect the Tribe with the appropriate QA Program or Region 9 Laboratory resource. Published guidance documents, helpful in the preparation of QAPPs or FSPs, are listed at the end of this fact sheet.

*Continued on page 2*

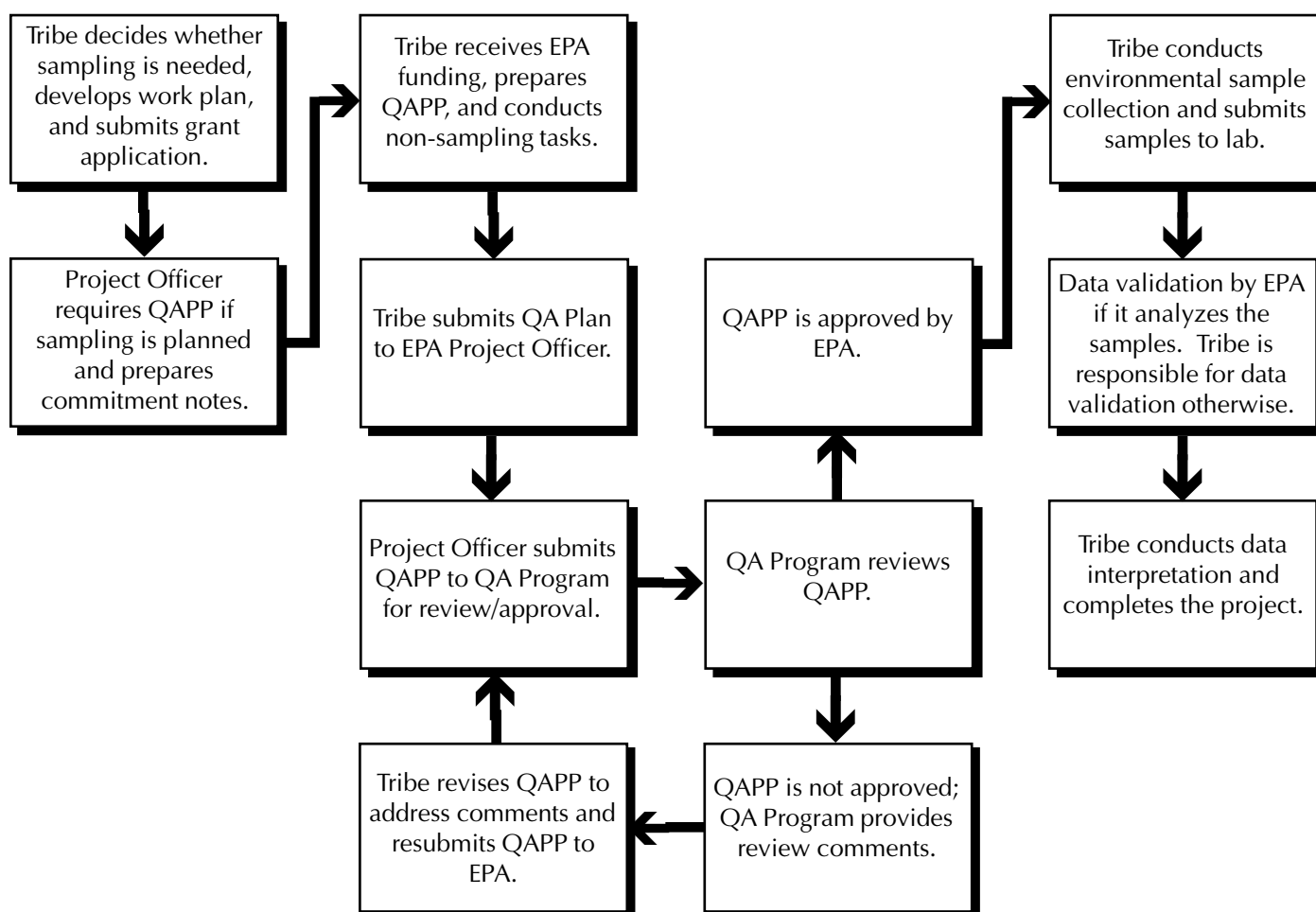
Documents may be ordered by mail or by phone. For some projects, an example of a QAPP or FSP may also be available. For a onetime or limited sampling event for which the Region 9 Laboratory services will be used, a streamlined FSP format is available in hard copy and/or electronically.

Once a draft of the QAPP or FSP is completed by the Tribe, it is submitted to the EPA Project Officer. The Project Officer will forward the plan to the QA Program for review. The review normally takes about three to four weeks. Review comments are

sent to the Project Officer, who forwards them to the Tribe. In responding to the comments, the Tribal staff should work directly with the QA Program. A revised plan must be resubmitted to the Region and approved by the QA Program before environmental measurements may be taken.

The interactions between the Tribe, the Region 9 Grant Management Program, the Project Officer and the QA Program are represented in the following diagram.

## QA Flow Chart for Grant and QAPP Approval Process for Data Collection Activities



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## Guidance Documents

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| <ol style="list-style-type: none"><li>1. <i>EPA Requirements for Quality Assurance Project Plans for Environmental Data Operations.</i> August, 1994 (EPA QA/R-5, Draft Interim Final).</li><li>2. <i>Guidance for Preparation of Quality Assurance Project Plans.</i> December, 1996 (EPA QA/G-5, Draft for External Review).</li><li>3. <i>Preparation of a U.S. EPA Region 9 Field Sampling Plan for EPA-Lead Superfund Projects.</i> August, 1993 (R9QA-05-93).</li><li>4. <i>Sampling and Analysis Plan Guidance for One-Time Sampling Events.</i> Available summer, 1997 (QA 09-11-97).</li><li>5. <i>Guidance for the Data Quality Objective Process.</i> September, 1994 (EPA QA/G-4).</li><li>6. <i>Preparation of a U.S. EPA Region 9 Field Sampling Plan for Water Monitoring Projects.</i> (In preparation, available mid-1997.)</li></ol> | <ol style="list-style-type: none"><li>7. <i>The Volunteer Monitor's Guide to Quality Assurance Project Plans.</i> September, 1996 (EPA 841-B-96-003).</li><li>8. <i>Generic Quality Assurance Project Plan Guidance for Programs Using Community Level Biological Assessment in Wadable Streams and Rivers.</i> July, 1995 (EPA 841-B-95-004).</li><li>9. <i>Guidance on Data Quality Assessment, Practical Methods for Data Analysis.</i> July, 1996 (EPA QA/G-9).</li><li>10. <i>EPA Requirements for Quality Management Plans.</i> August, 1994 (EPA QA/R-2, Interim Final).</li><li>11. <i>Guidance for Preparation of Standard Operating Procedures (SOPs) for Quality-Related Documents.</i> November, 1995 (EPA QA/G-6).</li></ol> |
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## Guidance Document Order Form and QA Questionnaire

*If you have recently received a grant and are beginning to develop your project, please answer the following questions:*

1. Do you need assistance in preparing a QAPP or a FSP? Yes\_\_\_\_ No\_\_\_\_
2. Do you need analytical services from the Region? Yes\_\_\_\_ No\_\_\_\_
3. Do you need any of the guidance documents listed above? (Order by number)

*If you are ordering documents, please include your name and address:*

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City-State-Zip Code \_\_\_\_\_

*If you have worked with the Region 9 QA Program before, please answer the following questions. There is additional space for your comments. Your responses will help us understand how to serve your project better. Thank you for your input.*

*Please rate the following aspects of the QA Program based on your experience:*

Telephone response time:    Excellent\_\_\_\_ Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_

Document review time:        Excellent\_\_\_\_ Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_

Interaction with QA staff:    Excellent\_\_\_\_ Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_

Comments: \_\_\_\_\_  
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**Return Address**

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**Place  
Postage  
Here**

**Vance Fong, PMD-3  
U.S. EPA, Region 9  
75 Hawthorne Street  
San Francisco, CA 94105**

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